

ACCESS – NTO DATA POINTS & COLLECTION

The Dane County Job Center Partner Agencies use the ACCESS database system to track a significant amount of data. The system was developed to aid our efforts in reporting progress across programs in an efficient manner. CARES, although useful, did not and does not allow for accurate reporting, nor is CARES a system used universally. Entry into the ACCESS database is broken out by Position, therefore reducing the amount of entry required of any one staff person.

This section includes copies of some of the screens available in the ACCESS database. On each screen, the area(s) of importance to NTO reporting have been labeled with a callout box.

ASSESSMENT RESULTS

INTEREST TEST RESULTS

LAST NAME
 FIRST NAME
 PROGRAM

SOCIAL SECURITY #
 RFA/CASE

WAS AN INTEREST TEST ADMINISTERED? ☐
 INTEREST TEST ADMINISTERED
 DATE

SELF-DIRECTED SEARCH; FORM R

HOLLAND SCALE CODES

SCORES

**May indicate
an interest in
NTO**

THE HARRINGTON-O'SHEA CAREER DECISION MAKING SYSTEM REVISED

CAREER AREAS

CRAFT
 SCIENTIFIC
 THE ARTS
 SOCIAL
 BUSINESS
 OFFICE OPERATIONS

SCORES

HIGHEST SCORE
 SECOND HIGHEST

JOB INTERESTS

MOST IMPORTANT VALUES

BEST ABILITIES

CAREER OCCUPATIONAL PREFERENCE SYSTEM (COPS)

CAREER AREA SCORES (3 HIGHEST)

RELATED OCCUPATIONS

1:

1A:

1B:

1C:

2:

3:

**Administered at NTO Program
 Assessment Session – instrumental
 in breaking down occupational
 preference for NTO**

COMMENTS - INTEREST TEST RESULTS

ASSESSMENT RESULTS

ACADEMIC TEST RESULTS

LAST NAME
SSN

FIRST NAME

WAS AN ACADEMIC TEST ADMINISTERED? ☐

ACADEMIC TEST ADMINISTERED

DATE

WONDERLIC TEST OF BASIC SKILLS

TOTAL SCORES	GED LEVELS ACHIEVED	GRADE LEVEL INDICATED
VERBAL <input type="text"/>	VERBAL <input type="text"/>	VERBAL <input type="text"/>
QUANTITATIVE <input type="text"/>	QUANTITATIVE <input type="text"/>	QUANTITATIVE <input type="text"/>
SKILLS COMPOSITE <input type="text"/>	SKILLS COMPOSITE <input type="text"/>	SKILLS COMPOSITE <input type="text"/>

MINIMUM PASSING SCORE: 265 HIGHEST SCORE : 500 GED: 1-3 GRADE LEVEL: 6-12

TEST OF ADULT BASIC EDUCATION (TABE)-SURVEY

TABE FORM TABE LEVEL

READING GRADE LEVEL SCORE <input type="text"/>	RAW SCORE <input type="text"/>
MATH GRADE LEVEL SCORE <input type="text"/>	RAW SCORE <input type="text"/>

COMMENTS-ACADEMIC TEST RESULTS

Used to determine basic reading and math levels. 8th grade level is minimum for most NTO Prep Programs

ASSESSMENT RESULTS

Career Options Survey – Nontraditional Employment

Date of Survey

Soc Sec Number

SECTION 1: Interests

☐

If Yes, participant's survey results indicate an interest in nontraditional activities

SECTION 2: Transferable Skills

☐

If Yes, survey results suggest that the participant possesses skills that could be transferred to nontraditional careers.

SECTION 3: Traditional Work

☐

If Yes, survey results indicate a dislike of traditional work activities

SECTION 4: Nontraditional Jobs

☐

Number of nontraditional jobs in which participant expressed an interest. (Highest score possible is 30)

IS ADDITIONAL INFORMATION ON
NONTRADITIONAL JOBS AND CAREERS DESIRED?

☐

COMMENTS

Career Options Survey is administered to all women who access Dane County Job Center services. (See sample in Assessment Section) Results are collected, tallied and entered by E&T Training Coordinator.

If individual indicates an interest in receiving further information regarding NTO, mailing address is entered here and informational letter/flyer is mailed.

**Check here if
individual given
information
about NTO.**

EDUCATIONAL INFORMATION

RFA: SSN: CRS:

LAST NAME: FIRST NAME: MI:

LAST GRADE COMPLETED: DEGREE:
LAST YEAR ATTENDED:

IS ANY ADULT IN YOUR HOME PRESENTLY
ENROLLED/ATTENDING SCHOOL?: ☐

WHERE IS INDIVIDUAL GOING TO SCHOOL?

EXPECTED DATE OF COMPLETION:
DO YOU RECEIVE FINANCIAL AID? ☐
SOURCE OF FINANCIAL AID:

CERTIFIED CNA ☐ IF YES, IN WHICH STATE(S)?

PARTICIPATED IN AN APPRENTICESHIP PROGRAM? ☐
IF YES, WHICH INDUSTRY?

SUCCESSFULLY COMPLETED APPRENTICESHIP? ☐

OTHER EDUCATIONAL INFORMATION:

**Answers to these questions
help us to determine what
level of NTO information an
individual already had
obtained.**

GOALS/OBJECTIVES

PIN: SSN: DATE OF ENTRY:

LAST NAME: FIRST NAME:

PRIMARY VOCATIONAL GOAL
SECONDARY VOCATIONAL GOAL
ALTERNATE VOCATIONAL GOAL

"IDEAL" JOB

Are any of these NTO?

Is this considered NTO?

SHORT TERM EMPLOYMENT GOAL	ENTERED	END DATE	STAFF	ACCOMPLISHED

PERSONAL OBJECTIVE

INTERESTED IN NONTRADITIONAL OCCUPATIONS?

BARRIERS

STAFF
CONCERNS

REPORTED
PARTICIPANT
RESOURCES

PARTICIPANT
ASSETS

WORK SKILLS

**Forced
choice
response:
Yes/No**

PLACEMENT INFO

ASSIGNED EAS

LAST NAME:

FIRST NAME:

SSN:

EMPLOYER:

ADDRESS:

CITY:

PHONE #:

STATE:

ZIP:

IS EMPLOYER A COWS MEMBER?

POSITION:

WAGE/HOUR:

HOURS/WEEK:

DOT CODE

DATE OF HIRE:

START DATE:

PLACEMENT STAFF:

COMPONENT:

OTHER/XDA#

IS THIS POSITION IN A NONTRADITIONAL FIELD?

IS THIS AN APPRENTICESHIP?

IS THIS A TRIAL JOB?

IS POSITION FULL TIME OR PART TIME?

IS THIS POSITION LTE?

HAS EMPLOYMENT BEEN VERIFIED?

BY WHOM?

**NTO
indicators for
employment**

BENEFIT INFORMATION

HEALTH BENEFITS:

DENTAL INSURANCE:

LIFE INSURANCE:

CHILD CARE:

COMMENTS REGARDING BENEFITS:

ONGOING ISSUES

DOES PARTICIPANT INTEND TO CONTINUE WITH JOB SEARCH EFFORTS?

WHAT ONGOING TRAINING NEEDS HAS THE PARTICIPANT IDENTIFIED?

**It is strongly recommended
that women placed into NTO
positions receive full
retention services available.**

JOB POSTINGS

ASSIGNED ERT JOB CODE DATE POSTED:
DATE CLOSED:

STATUS:

PREFERRED EMPLOYER STATUS

- ☐ LEVEL 1 – SELECT
- ☐ LEVEL 2 – WELCOMED
- ☐ LEVEL 3 - PREFERRED

POSITION:
DOT CODE: TOTAL NUMBER OF OPENINGS:

COMPANY:
ADDRESS:

CITY: STATE: ZIPCODE:

CONTACT PERSON: PHONE:
TITLE: FAX:

TYPE OF INDUSTRY COWS MEMBER? ☐

POSITION DESCRIPTION:

REQUIRED SKILLS:

EQUIPMENT USED IN POSITION:

COMMENTS: (Ie: Dress Code, Special Instructions, Position Supervisor ...)

WAGES:
BENEFITS:

IS THIS A PERMANENT POSITION? ☐

HOURS/WEEK:

WEEKLY SCHEDULE:

DAYS:

IS TRAINING AVAILABLE ON-SITE? ☐

NEAREST BUSLINE(S):

ARE CUSTOMIZED SERVICES OFFERED? ☐ IS PARKING AVAILABLE ON-SITE? ☐

IS A RESUME REQUIRED WHEN APPLYING? ☐ DINING FACILITY AT SITE? ☐

IS THIS A NONTRADITIONAL JOB? ☐

CAN INFORMATION BE LISTED ON JOBNET? ☐

APPRENTICESHIP POSITION? ☐

JOB POSTING PLACEMENTS

**NTO tracking
devices**

COMMUNITY SERVICE JOB – POSITION DESCRIPTION

STATUS

SITE CODE TYPE
TEMPORARY SITE? IS THIS A NONTRADITIONAL JOB FOR WOMEN?

SITE:

MAILING ADDRESS:
CITY: S

NTO tracking indicator

SITE ADDRESS:
CITY: STATE: ZIP

SUPERVISOR: TITLE:
PHONE: EXTENSION: FAX:

CONTACT: TITLE:
PHONE: EXTENSION:

INDUSTRY:

WORK EXPERIENCE POSITION TITLE
DOT CODE

HOW MANY POSITIONS ARE AVAILABLE?

HOW MANY HOURS/WEEK?

**Once DOT Code is
selected, NTO tracking
indicator is automatically
filled in.**

WEEKS/DAYS FOR THIS POSITION?

ADDITIONAL HOURS AND/OR DAYS NEEDED

DUTIES

DUTIES

SITECD

CSJ WORKSITE PLACEMENT INFO

TRACKING#		DATE INFO ENTERED	
LAST NAME		SSN	
FIRST NAME		PROGRAM	

STATUS	
SITE CODE	
WORK SITE	

POSITION TITLE			
DOT CODE		NTO:	
SUPERVISOR			
SITE PHONE NO			

NTO tracking indicator

START DATE		DAYS		HOURS	
LAST DAY					

COMMENTS	
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Once DOT Code is selected, NTO tracking indicator is automatically filled in.